



Greater Boston Federal Executive Board (GBFEB)

Emergency Weather Recommendations

FUNCTION OF THE EMERGENCY DECISION AND NOTIFICATION COMMITTEE:

The GBFEB operates an emergency decision and notification committee as a service for the Federal community chaired by the District Commander of the First US Coast Guard District. Additionally, the GBFEB Chair and Executive Director, DHS / Federal Protective Service, FEMA, GSA and the National Weather Service are represented.

PROCEDURE: During inclement weather in the off-work hours, long range weather and road conditions data is gathered by the First U.S. Coast Guard District 24-hour Operations Staff and local state of emergency data monitored by the Federal Protective Service. Based on that information, the committee issues a ***recommendation*** on whether or not to curtail Federal operations. *This recommendation is based on the need to keep Federal operations functioning as normally as possible and on concern for public safety.*

(NOTE: The U.S. General Services Administration makes decisions relating the status of Federal buildings. This is a separate and distinct decision. It is extremely rare for a GSA Federal building to close. What may happen is that the building will open, however, individual tenant agencies choose not to open, close early or delay arrival.)

COMMUNICATION: The GBFEB recommendation will be publicized via the media (WHDH - TV Channel 7 Boston, WCVB- TV – Channel 5 Boston & WRKO AM680 radio Boston)

**** Recommendations are available 24 hours per day via the internet at www.whdh.com and www.thebostonchannel.com****

If the recommendation is to open for business as usual NO ANNOUNCEMENT will be issued to the media.

BASED ON THE GBFEB RECOMMENDATION, EACH INDIVIDUAL FEDERAL AGENCY HEAD IS RESPONSIBLE FOR DETERMINING THE STATUS OF HIS/HER OFFICES. IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL FEDERAL AGENCY HEAD TO COMMUNICATE THIS DECISION TO EMPLOYEES.

The GBFEB *will not* notify each agency separately. Agency heads may learn of the recommendation via the media or by calling the Federal Executive Board's 24 hour secure line. The secure line is for use by Agency Heads only. Those in need of the telephone number may contact Executive Director Kim Ainsworth at 617-565-6769.

Please remind individual Federal employees that they should consult their agency's internal system (NOT the Federal Executive Board) about their agency's status.

Agency Responsibilities

(See OPM memo at www.opm.gov/oca/COMPMEMO/dismissal.pdf for complete guidance.)

ESTABLISH INTERNAL PROCEDURES: At least annually, agencies should provide written procedures for emergency dismissal or closure to employees. The notice should tell employees how they will be notified and include the text of media announcements to be used and a detailed explanation of their meaning.

IDENTIFY EMERGENCY EMPLOYEES: Agencies must designate emergency employees who are critical to agency operations in dismissal of closure situations.

COLLABORATE FOR DECISION-MAKING: In the event of inclement weather and other emergencies, Agency heads are responsible for determining closure, dismissal or leave status for his or her employees during emergency weather situations and for communicating that decision to agency employees. Agency Heads are encouraged to consult the GBFEB for its recommendation prior to making a final decision regarding the status of the agency in order to be consistent.

USE OF UNSCHEDULED LEAVE: Occasionally in emergency situations, individual employees may face special family situations (e.g. when employees are expected to report for work on time but the schools open late or are closed.) The U.S. Office of Personnel Management requests that agencies notify their employees of procedures to be followed when this occurs and should be as flexible and understanding as possible in approving unscheduled leave in these situations.

Emergencies before the Workday Begins

The GBFEB will provide one of the following announcements NO LATER THAN 4AM to the media when an emergency occurs before the workday begins.

****PLEASE REVIEW CAREFULLY. STORM FORCE NOTIFICATION is an automated system therefore specific verbage is not permitted*****

OPEN FOR BUSINESS: If the recommendation is to open for business as usual, NO ANNOUNCEMENT will be issued to the media.

Recommendations are available on www.whdh.com and www.thebostonchannel.com under "school closings" 24 hours per day.

Emergency Announcement	What Announcement Means
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“*The Greater Boston Federal Executive Board is operating with a 2 hour delay”	Federal agencies are <i>recommended</i> to open on time but to use discretion to allow employees additional time to arrive for work if it is needed. Non-emergency employees who arrive up to 2 hours late may be excused without loss of pay or charge to leave. Employees should make every effort to arrive on time. All GSA buildings will open for business at the regularly scheduled time.
“The Greater Boston Federal Executive Board is CLOSED.”	Federal agencies are recommended to close for business. Employees not designated as “emergency employees” are excused from duty without loss of pay or charge to leave. Employees designated as “emergency employees” are expected to report for work on time.

Emergencies during Normal Work Hours

Occasionally there are circumstances when the GBFEB makes a recommendation that it is in the best interest of the Federal community to dismiss employees early. Our recommendation will be available via the telephone and communicated electronically. Agency heads are responsible for making a decision concerning the status of his/her offices and for communicating that decision to employees. Depending on the weather patterns, employees in other geographic locations may not be affected. Managers have flexibility and can use their discretion

Visit www.opm.gov for guidance on leave flexibilities that are available for managers and supervisors.

For more information, please contact:

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